

29 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
29 June 1973

Significant Events

1. External Employment Assistance: The External Employment Assistance Branch's work load continues to increase. New cases this week, i.e., 27, are more than doubled from last week's new cases--12. We are also reopening cases of clients who initially wanted no action taken until the fall. In addition, we are receiving more clients from those employees who have been advised that their jobs will be abolished sometime in FY 1974, i.e., OBGL, and who want to look at the job market now when they can leave in time to receive the 6.1% COLL. An interesting development within the past few weeks is an increase in calls from representatives of local companies requesting meetings with us at which they could tell us of their personnel needs. This is perhaps a "chain reaction" result of our drive to develop additional job sources in the commercial community.

2. Exit Processing: It is estimated that 420 individuals will physically process out of the Agency today, 29 June. To process this group efficiently and quickly, four exit-processing stations will be used: rooms 1 D 35, 1 A 07, 1 E 74 and 5 E 11 Headquarters. A team, consisting of the following representatives, will be at each station: Personal Affairs Branch, OP; Security receptionist; Finance; and Insurance, OP.

3. Federal Badge and Credential System (CENBAD): CENBAD will become operational on 2 July 1973 for official passports and identification cards issued to Agency employees and under the custody of Central Processing Branch, Office of Personnel. CENBAD is a computerized system whereby records of badges and credentials issued under Agency auspices can be more effectively controlled as to issuance and accountability.

4. Honor and Merit Awards: There have been 66 Honor and Merit Awards approved through 26 June 1973 and there are 33 awards which have been submitted but are pending DCI approval. Seventy-two awards have been presented in June 1973.

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5. Employee Activities Association:

a. Seventeen hundred fifty Redskin tickets for the regular season games have been distributed to "winners" of the EAA drawing. The 1,000 pre-season tickets are in the process of being distributed.

b. The store will be closed for its regular quarterly inventory on 2 and 3 July.

6. Position Management:

a. The proposed reorganization of the Office of Security is currently under review.

b. The Chief, Audit Staff has indicated that the DD/M&S is interested in having a private firm make a study of the Audit Staff including its functions, procedures, effectiveness, and staffing. The Chief, Audit Staff has requested preliminary information in order to compare his grade structure with other agencies. We are checking comparable positions in the Department of Defense, General Accounting Office and other agencies.

7. Bulletins and Regulations Changes: We have forwarded to Records Control Branch the following:

a. An employee bulletin requesting Agency employees' assistance in locating local housing for Co-ops and Summer Interns.

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b. A proposed revision of [REDACTED], Maternity Leave, to allow employees discretion in charging maternity leave to combinations of annual leave, sick leave and LWOP.

8. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Office of Finance -- Independent Contractor -- a two-month contract to more fully instruct her replacement in the complexities of the job.

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[REDACTED] -- SA DDM&S -- Independent Contractor -- one-year extension and increase in daily fee from \$85 to \$90 -- writing history of Air America.

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[REDACTED] -- Office of Security -- Independent Contractor -- standard confidential correspondent contract -- [REDACTED]

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9. Engineering Education Conference: As a follow-up to last week's report, [REDACTED] and about 4,000 other representatives from Government, industry and the educational sector attended the annual conference of the American Society for Engineering Education. Two papers on research concerning the cost benefit ratio of cooperative education were presented. [REDACTED] advised us that the delegates continue to be amazed to see a representative from the CIA. He spent a considerable period of time explaining our co-op program and hopefully he will have enough schools lined up so that we can meet our requirements for electrical engineers.

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Coming Events

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1. Position Classification: We expect to continue work on the surveys of EUR, OTS, OER, FMSAC, [REDACTED] O/Commo and Central Cover Staff.

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/s/ Harry B. Fisher
Harry B. Fisher
Director of Personnel

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OD/Pers/[REDACTED]:dpm (29 Jun 73)

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